

DEPARTMENT OF NATURAL RESOURCES

HUMAN RESOURCES POLICY NO.: 11

EFFECTIVE DATE: JUNE 1, 2015

SUBJECT: VIOLENCE-FREE WORKPLACE

AUTHORIZATION: STEPHEN CHUSTZ, SECRETARY

I. POLICY

Employees are the Department of Natural Resources' (DNR) most valuable resource. Every employee has a reasonable expectation and indeed, a right to perform his/her duties in an atmosphere free of violence and threats of violence. Recognizing the increasing incidence of violence in the workplace, DNR reaffirms its commitment to ensuring the safety and well-being of its employees and its policy of zero tolerance for workplace violence.

II. PURPOSE

This policy serves to identify the behavior of a violent nature prohibited in the workplace and assures all employees of DNR's intention to fully investigate and appropriately address workplace violence. Employees are required to fully comply with the terms and provisions of this policy. Compliance also with DNR's Administrative Policy No. 9 (LaSalle Building Access) will enhance the security of our building and safety of our employees.

III. APPLICABILITY

This policy applies to all DNR employees, regardless of status.

NOTE: An employee's possession of a valid firearms permit from a federal, state or local law enforcement authority does not supersede the prohibitions of this policy.

IV. DEFINITIONS

- 1) Act of Violence: Fighting, punching, hitting, slapping, poking, kicking, pinching, grabbing, pushing, pulling or other such physical contact, with or without the use of a weapon or other instrumentality, which harms, intimidates, endangers or threatens to endanger the safety of any individual in the workplace. An act of violence includes conduct which is intentional or merely in reckless disregard for the safety of others.
- 2) Threat Of Violence: A statement or behavior that causes a reasonable person to fear for his/her personal safety or that of another such as fist-shaking, obscene gestures, inappropriately invading another's space, throwing objects, name-calling, intimidating and threatening language, etc.

- 3) **Dangerous Weapon:** Firearms of any type, ammunition, knives (except pocket knives of reasonable length), explosives, incendiary devices and any gas, liquid or other substance or instrumentality which, in the manner used, is calculated or likely to produce death or bodily harm.
- 4) **Workplace:** Includes all DNR premises and any location wherein an employee conducts DNR business.
- 5) **Workplace Violence:** Includes a threat of violence and/or an act of violence occurring in the workplace.

V. PROHIBITIONS

- 1) DNR will not tolerate violence of any nature in the workplace. Employees are prohibited from making any statement or engaging in any behavior which constitutes an act of violence or threat of violence. Specific behavior prohibited by this policy includes, without limitation:
 - a) Physical contact in a harmful or malicious manner including fighting, punching, hitting, slapping, poking, kicking, pinching, grabbing, pushing or pulling;
 - b) Physically intimidating behavior such as fist-shaking, obscene gestures, inappropriately invading another's space, throwing objects, etc.;
 - c) Name-calling, profane, threatening, intimidating and other abusive/offensive language; and
 - d) Intimidation through direct or veiled threats of violence.
- 2) The unauthorized possession and/or use of a dangerous weapon in the workplace, whether on or off-duty. This policy does not apply to the authorized use of utility knives or other such devices in the course and scope of employment.

NOTE: Employees should refer to DNR's policy prohibiting the possession of firearms (HR Policy No. 16) regarding the limited authority to possess a firearm on DNR premises.

VI. REPORTING REQUIREMENTS

- 1) **Act of Violence/Threat of Violence** – Employees are required to immediately report all acts of violence and all threats of violence to the Human Resources Director.

- 2) **Unauthorized Dangerous Weapons** – Employees are required to immediately report the presence of an unauthorized dangerous weapon in the workplace to the Human Resources Director.
- 3) **Restraining Orders/Protective Orders** – Employees are required to report to the Human Resources Director the name of any person against whom a restraining/protective order has been obtained. Other information, including the individual's physical description or a picture, may be requested. Where appropriate, the Security Desk will be alerted and provided sufficient information to ensure that the individual will not be permitted access into the LaSalle Building. Recognizing the sensitivity and privacy rights of our employees, any information provided will be handled with strict confidentiality and due consideration afforded the overall protection of all employees within the LaSalle Building.
- 4) **Conditions Which Create or Enhance the Possibility of Workplace Violence** -- Employees are responsible for reporting to the Human Resources Director any conditions or limitations within the workplace which create or increase the possibility of workplace violence. Examples include poor lighting, unlocked doors, suspicious visitors, peculiar behavior, etc.

VII. SUMMONING EMERGENCY ASSISTANCE

In the case of actual or imminent danger, employees should immediately summon in-house security personnel and/or assistance from authorities by dialing "911" or other local emergency numbers. A victim of workplace violence has the right to notify law enforcement authorities and institute criminal proceedings against a co-worker or other individual who engages in workplace violence.

Contact Information:

- LaSalle Building Security – (225) 219-2171/2172
- DPS Police/Capital Detail – (225) 925-6536
- Baton Rouge City Police – (225) 389-3800
- Louisiana State Police – (225) 754-8500
- Emergency Medical Services – (225) 389-5156

NOTE: Employees in Field Offices should familiarize themselves with contact information for local law enforcement and emergency response personnel.

VIII. NON-INTERVENTION IN INCIDENTS OF WORKPLACE VIOLENCE

Employees should never interfere in an incident of workplace violence if doing so will further jeopardize their safety, the safety of others or escalate the situation. Rather, employees are encouraged to move to a safe area, notify others of the situation, if practicable, and contact law enforcement/emergency personnel.

IX. INVESTIGATIVE PROCESS

All acts of violence and threats of violence will be viewed seriously and immediately investigated. Employees are required to fully cooperate in the investigative process which includes providing accurate, detailed information and written/taped statements, as warranted. Such cooperation extends to questioning or investigations conducted by or at the direction of Human Resources or law enforcement authorities. The identification of all parties and all reports will be maintained in strict confidence to the extent allowed by law and released only on a need-to-know basis.

X. ASSISTANCE

Due consideration will be afforded employees who experience an act of violence or threat of violence in the workplace. Where appropriate, employees will be afforded time off, provided confidential referral to counseling, assisted in filing a worker's compensation claim and in obtaining a restraining order or other injunctive relief as the circumstances warrant.

XI. RETALIATION

Retaliation/harassment/reprisal towards an employee making a good faith report of an act of violence or threat of violence is strictly prohibited. Employees participating in the investigative process likewise will be protected from retaliation, harassment and reprisal.

XII. VIOLATIONS

Any employee found to have violated this policy will be appropriately disciplined, including the possibility of termination. Additionally, any behavior deemed to be a violation of the criminal laws of this state will be referred for prosecution to the local district attorney's office.

XIII. QUESTIONS

Questions or concerns regarding the prohibitions or enforcement of this policy should be addressed to the Human Resources Division.


STEPHEN CHUSTZ, SECRETARY

5/29/15
DATE

INITIAL ISSUE DATE: 02/99

REVISION DATES: 02/12; 06/15

DEPARTMENT OF NATURAL RESOURCES

VIOLENCE-FREE WORKPLACE POLICY

EMPLOYEE ACKNOWLEDGMENT

My signature hereon acknowledges that:

1. I have received a copy of the DNR's Violence-Free Workplace Policy;
2. I have read this Policy;
3. I understand the content of this Policy;
4. I agree to comply with the terms and provisions of this Policy;
5. I understand that compliance with this Policy is a condition of employment/
continued employment; and
6. I understand that disciplinary action, including the possibility of termination, will
be imposed for violating the terms and prohibitions of this Policy.

SIGNATURE

PRINTED NAME

DATE